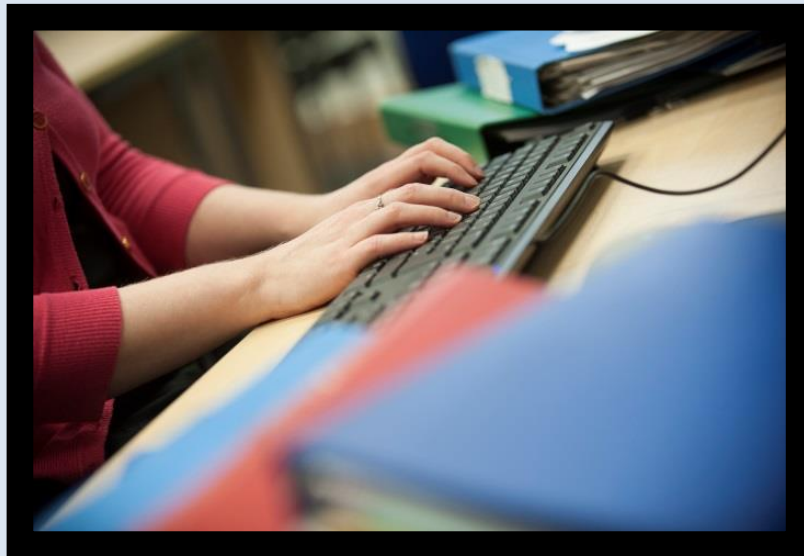


Dyslexia Action



CPD Moodle Handbook from January 2017

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System Requirements

Connecting to Dyslexia Action online courses requires a stable internet connection, preferably DSL or cable. Poor connection will cause webpages to load slowly and video lectures might not play back. For that reason we do not recommend connecting to Moodle using your Mobile network.

Internet Explorer and Safari browsers occasionally create errors when loading pages or when uploading assignments onto Moodle. Should this happen then please download and install [Google Chrome](#), the recommended browser.

Using a personal computer or a laptop to log in to Moodle is the best option as tablets and phones often do not have the required software to open course documents. For the moment we officially support Windows based operating systems only. (In *some* circumstances we may be able to help with your Apple device).

We require that participants have access to Microsoft Word, PowerPoint and a PDF viewer when studying with Dyslexia Action. A free alternative is [Google Docs](#), a cloud based service offered with a [Google Mail](#) account.

Moodle Definition

Moodle is the name of the virtual learning environment (VLE) that is used for Dyslexia Action online courses. Moodle is a specialised website that enables participants to access course materials, follow links to online documents, websites, audio/video lectures and other resources, participate in discussions, upload your assignments and find your grades.

[Brief Introduction to Moodle](#) is a video tutorial that explains how to use Moodle.

(Loading time for videos generally depends on the speed of your internet connection).

Logging in to your Moodle account

Moodle accounts can only be created by the Dyslexia Action staff.

Participants receive Moodle login details instructions two weeks prior to the start of the unit/course. If you registered late for your course then please allow at least 2 days before contacting us about your Moodle login details.

If you cannot find the email with the login instructions then please check your Junk/Spam box.

If you have your login details handy then please navigate to <http://moodle.dyslexiaaction.org.uk/> and enter your username and password into the boxes on the right hand side of the main Moodle page.

For more information on this topic please watch this video: <http://www.screencast.com/t/Jjfb0s2v>

Contacting Moodle Support

If you have a problem whilst using Moodle or if you would like to ask a technical question you can click on the floating Support button at the bottom of any Moodle page you are having problems with.

Moodle Technical Support is available Monday 12-4pm, Tuesday-Friday 9am-3pm. Response time is approximately 24 hours (not including weekends or bank holidays). Alternatively you can send a query to moodlesupport@dyslexiaaction.org.uk or phone 01784 222364.

Please be advised that you must supply your name, course code, date of course and specific section of the course/assignment that you are referring to. Supplying a link to your course considerably speeds up the response time.

It is worth noting that answers to most queries can be found on the Facts and Questions page:

<http://moodlesupport.dyslexiaaction.org.uk>

Course content related queries should be addressed using unit forums or by messaging the tutor using Moodle Messaging System.

Contacting Tutors

If you have questions related to course content then please post them on the Unit Forum within your course. Your tutor or a fellow participant will respond to it.

You can contact your tutor using the Moodle Messaging System. Log in to your Moodle account and click on **Messages** (middle-right hand side of the Moodle main page). Type your tutor's last name into the search bar and click the search button. When the desired name appears then click on it and type in your message.

Please be aware that all our tutors work part time and do take holidays. As a result you may only get a response within 3 business days. For urgent enquiries please contact Moodle Support.

Accessing a Course

Log in to your Moodle account and click on **My Units** from the main menu. Your course should be on the list. If you notice a course that you do not recognise or the course that you registered for is missing then please contact Moodle Support.

Communication Settings

Log in to your Moodle account and click on *My Profile*. On the left hand side of the page click on *Messaging*. From there you can adjust your notification settings including your email address.

For more information on this topic view this video: <http://www.screencast.com/t/iUwDcHhmg>

To adjust the type of email summary you receive from your forums click on *My Profile* and find *Email digest type* (middle of the page). From the drop down menu choose one of the following options:

- *No digest*: you will receive one e-mail per forum post;
- *Digest-Complete Posts*: you will receive one digest e-mail per day containing the complete contents of each forum post;
- *Digest-Subjects Only*: you will receive one digest e-mail per day containing just the subject of each forum post.

Editing My Profile

Log in to your Moodle account and click on *My Profile*. Here you can change your email address and password. To upload your profile picture scroll to the bottom of the page and expand *User Picture* tab. Choose the picture from your computer's storage and slide/drag the photo into the box (marked with an arrow pointing down). Once the photo has been uploaded then click *Update Profile*.

***Moodle will not accept photos over 5Mb in size. **In case of a name change please send us a request so that we can update the information on all our systems.**

Reducing Picture Size

Please go to <http://www.imageoptimizer.net/Pages/Home.aspx>. Click on *Choose File*. Pick a photo from your computer (.jpeg). Pick '*small file size*' from the drop-down menu under *Quality* and click *Optimise Now*. Click *Download to your computer*.

Creating Mind Maps

For creating mind maps we recommend using XMind. To download the software please go to <http://www.xmind.net/>. It is a free software and Open Source so you can get started right away. It also has a very reasonable paid version for additional features.

PDF Documents and Adobe Acrobat Reader

You can create a PDF document by saving your Word document in PDF format. When you are in Word choose **Save as** from the menu and pick **PDF** under *Save as type*.

To reduce the size of your PDF document or scanned document/photo go to <http://smallpdf.com/compress-pdf>, choose PDF file from your computer, click on **Download File Now**. To highlight text in your PDF document open it using Adobe Acrobat Reader and click on **Highlight Text** icon.

To make a note in your PDF document open it and click on **Comment** tab. Choose **Add Text Comment** icon and write your comment.

For a comprehensive overview of Adobe Acrobat Reader Help Topics go to <https://helpx.adobe.com/reader/11/using/reader-xi-topics.html>

Viewing Screencast Videos

Screencast videos are similar to YouTube videos except that they are stored on Screencast instead of YouTube. Click on the Screencast video in your course. Wait several minutes for the video to load and press play. Playback issues are often associated with slow internet connection. If your video is not loading then check your internet connection or try again when internet traffic is low. Also please make sure you are using Google Chrome. Other internet browsers do not work very well with Screencast and you may encounter playback problems that are difficult to solve. It's always easier to simply start using Google Chrome. To download Google Chrome please go to <http://www.google.com/chrome/>

Recording Observed Assignments and Filming Assessments

For detailed instructions read this PDF:

http://www.dyslexiaaction.org.uk/files/dyslexiaaction/recording_observed_assignments_0615.pdf

For instructions on how to compress videos using *Handbrake* watch this clip:

<http://www.screencast.com/t/VZrSluc0z4yK>

Once you have recorded your assessment and compressed the video using Handbrake you will need to upload the video using MailBigFile service. This short clip will explain how to do it:

<http://www.screencast.com/t/NyInWn5ks>

Uploading Assignments and Obtaining Feedback

Note: File size upload limit = 10MB

1. Go to your course.
2. Click on the correct *Assignment Upload Area link*.
3. Click *Add submission*.
4. Slide the document that you wish to upload into the box.
5. Click *Save changes*.
6. Click *Submit assignment*.
7. Click *Continue*.

If you have pictures or scanned documents then please reduce their size before inserting them into your Word document.

***Documents that exceed 10MB in size will be rejected.**

***If you have several documents it's best that you zip them together and upload everything as one document (moodle/MailBigFile only)**

If you happen to upload an incorrect document then please contact your tutor asap.

For more information on this topic please watch these videos:

Moodle Basics: Assignment Uploads

<http://www.screencast.com/t/Gpm6KwOc2GP>

Moodle Basics: Assignment Feedback

<http://www.screencast.com/t/vLTzx1KXE2yN>

Forums and Discussion Groups

Forums are online discussion areas where course participants exchange ideas and information by posting messages.

All participants are required to contribute to the forum(s) on the course site - not doing so means that you miss out on an important element of the course, as the forum(s) helps you to learn, test out, develop and refine your ideas.

Contributing to a forum is straightforward. Go to your unit/course and click on the forum link. Once you're in the forum click on the topic that you would like to read or contribute to or click *Add a new discussion topic*. If *Add a new discussion topic* option is not present then it means that you are on a read only forum where you can only *reply* to an existing topic.

When you reply to a post you can also attach a document by sliding a file into the window. Please note that attachments are limited to 5Mb. It is also advised that if you intend to type a lengthy post then type it out first on your computer in Word and then copy and paste your answer into the forum. This will ensure that your post will not be lost in case you encounter page error.

If you are unfamiliar with posting on a forum, please do not worry. Think of it as taking part in a discussion when you attend a tutorial - follow the 'thread' and give your own ideas and opinions, or start a discussion of your own. Asking questions in the forums is fine, but make sure you have checked the course content for an answer first. Please keep your postings as concise as possible.

Label your postings clearly so that the topic is obvious. This will help tutors and fellow participants to target a response. Avoid general titles such as 'Help!' or 'Advice please!' Make sure you always name new discussion topics explicitly.

Make sure you are posting to the relevant forum and the relevant discussion topic.

- treat others with courtesy and respect
- safeguard confidentiality and personal security
- avoid committing or supporting plagiarism
- understand and respect copyright
- don't engage in commercial activity

See what the discussion is about and join in as appropriate. If you want to divert the discussion to a new topic, start a new discussion topic. Be explicit in what you want to say. Allusions, irony or sarcasm often don't translate well to text without visual cues. Be sensitive in your responses to fellow participants. If you disagree with an opinion given, respond professionally without overt criticism. Do not use the forums to criticise the course, the tutors or your fellow participants. Postings that are placed in the wrong forum or which are inappropriate will be deleted. Course work must not be shared on forums unless the sharing of a particular assignment or practical resource is a specific requirement of the course.

Contact Us

IT Support

Mat Dydak, Moodle Administrator

To Be Appointed, IT Co-ordinator

For all Moodle Enquiries: moodlesupport@dyslexiaaction.org.uk

Tel: +44 (0)1784 222364

Tel: +44 (0)1784 222304 (training department)